

Arizona Commission on the Arts

**Guide to Grants for
Organizations and
Schools
2010-2011**

Fiscal Year 2011 Grants

ARTS LEARNING GRANTS

Grant Deadline: Thursday, March 18, 2010

TABLE OF CONTENTS

Overview – Page 3

Funding Criteria – Page 4

- Funding Eligibility Scale
- Sample Budget

Arts Learning Grant Types – Page 6

- Artist in Residence – Page 6
- Community Enrichment – Page 7

Additional Requirements and Information – Page 8

- Required Supplementary Materials
- Submitting a Draft
- Frequently Asked Questions

Completing an Online Project Application in EGOR – Page 10

Staff Contacts – Page 11

OVERVIEW

The Arizona Commission on the Arts is committed to making the arts fundamental to education, particularly in projects that serve preK-12 students, classroom teachers, educators, arts specialists, teaching artists and administrators in school, out-of-school and summer/inter-session projects. Arts Learning Grants are available for schools and organizations working with students, educators or teaching artists in an arts learning capacity and can take place in a variety of settings and formats.

The Arts Commission is also committed to supporting projects that build students' skills and understanding related to the arts, reflecting the Arizona Arts Standards. For the current copy of the Arizona Arts Standards, visit: www.azed.gov/standards/arts/revised.

Applicants can verify their eligibility to apply for grants within this area on page 6 of the Overview document.

Types of Arts Learning Grants

The type of Arts Learning Grant you will apply for is determined based on type of organization:

- *Artist in Residence* grants are initiated by Schools and School Districts.
- *Community Enrichment* grants are initiated by Boys and Girls Clubs, parks and recreation programs, neighborhood centers, libraries, social service and community organizations, YMCAs.

Arts Learning Grants support projects that:

- Support current arts learning programs, curriculum, and art specialists and do not supplant programs, curriculum or arts specialists, or provide them due to a lack thereof. Applications that seek to replace the role of art specialists in schools with an Artist in Residence will not be reviewed.
- Make the arts an essential, fundamental part of school curriculum.
- Provide more than a simple exposure to the arts and take place over a period of time with a group of identified participants.
- Provide professional development opportunities for educators and artists.
- Demonstrate arts learning through the development of partnerships among artists, arts organizations, classroom teachers, arts specialists and the community.
- Intend to leave a lasting impact.
- Build community support and visibility for the arts and arts learning.
- Focus on learning in, through or about the arts. If Arts Integration is the focus, the arts should be as significant as or more significant than other disciplines in the project design.

We recommend that you contact Arts Learning Staff to discuss your project plan before beginning an application. **Arts Commission staff can provide:**

- Expanded information and resources about learning in, through and about the arts.
- Expanded information related to creating learning objectives, evaluation and assessment tools.
- Consultation in the project's idea development phase. Consultation can take the form of community workshops, brainstorming meetings, site visits, telephone conferences, email correspondence, sharing of previously successful proposals, reports from previous years' projects.
- Review of an application draft for first-time applicants. See page 9 for more information.

Resources for applicants are available on the Arts Commission's website. Visit the Arts Learning Resources page at <http://www.azarts.gov/arts-learning/resources/> for information regarding assessment and evaluation, and to access the Arts Learning Planning Guide.

FUNDING CRITERIA

The following criteria are the basis for the panel review of all Arts Learning Grant applications and relate to the four narrative sections of the online application:

- **Artistic Quality of Project Design** (for service organizations, *quality of service*)
- **Articulation of Student and Teacher Learning Objectives** within application
- **Outline of Learning Assessment and Program Evaluation** within application
- **Evidence of Community Support** within application
- **Appropriateness of the applicant's budget** to carry out the proposed project

Funding Eligibility Scale for Arts Learning Grants

Artist in Residence Community Enrichment																																			
<p>The Arts Commission strongly recommends artist services be limited to four class-period services per day, or two class-period services and one full performance per day. This assures a quality experience for all participants.</p> <p>Due to the flexibility of their art form or their own way of working, some artists may be willing to provide more services per day. This is not to be expected.</p> <p>Be sure to confirm the number of artist(s) services for each residency day prior to submitting the grant. Include these details in your contract/letter of agreement.</p> <p>The minimum grant award is \$750. Your budget must include at least \$1,500 in guest artist/consultant fees.</p>	<p>Guest Artist/Consultant Fees MATCH REQUIRED</p> <p>In these grant programs, the minimum compensation for any artist or consultant is \$50 per hour/session. Artists/consultants may set fees higher than this level; any fee above \$50 per hour/session will become the responsibility of the school/community organization.</p> <table border="1"> <thead> <tr> <th>If artist/company fees/expenses are between:</th><th>You may request up to:</th></tr> </thead> <tbody> <tr> <td>\$ 1,500 to \$4,000</td><td>50% of eligible fees/expenses</td></tr> <tr> <td>\$ 4,001 to \$6,000</td><td>\$2,000</td></tr> <tr> <td>\$6,001 to \$8,000</td><td>\$2,500</td></tr> <tr> <td>\$8,001 to \$11,000</td><td>\$3,000</td></tr> <tr> <td>\$11,001 to \$15,000</td><td>\$3,500</td></tr> <tr> <td>\$15,001 to \$20,000</td><td>\$4,000</td></tr> <tr> <td>\$20,001 to \$40,000</td><td>\$4,500</td></tr> <tr> <td>\$40,001 to \$60,000</td><td>\$5,000</td></tr> <tr> <td>\$60,001 to \$100,000</td><td>\$5,500</td></tr> <tr> <td>Above \$100,00</td><td>\$5,500 + up to 5% of fees beyond \$100,000</td></tr> </tbody> </table> <p>Travel Fees NO MATCH REQUIRED</p> <p>The Arts Commission provides a sample scale for travel/per diem. Maximum request of \$1,300 in travel honorarium.</p> <table border="1"> <thead> <tr> <th colspan="2">For projects where travel/per diem is requested, calculate round trip (RT) map mileage from artist/consultant's city to applicant city.</th></tr> </thead> <tbody> <tr> <td>0-70 miles RT</td><td>\$0 miles/lodging/meal honorarium</td></tr> <tr> <td>71-400+ miles RT</td><td>\$60 per day, all-inclusive mileage/lodging/meal honorarium</td></tr> </tbody> </table> <p>Supply Fees NO MATCH REQUIRED</p> <p>The Arts Commission provides a supply fee honorarium. Maximum request of \$300 in supply honorarium.</p> <table border="1"> <thead> <tr> <th colspan="2">When the purchase of supplies is critical to the completion of the project, if supply fees are:</th></tr> </thead> <tbody> <tr> <td>\$1 to \$300</td><td>Request actual cost</td></tr> <tr> <td>Above \$300</td><td>\$300</td></tr> </tbody> </table>	If artist/company fees/expenses are between:	You may request up to:	\$ 1,500 to \$4,000	50% of eligible fees/expenses	\$ 4,001 to \$6,000	\$2,000	\$6,001 to \$8,000	\$2,500	\$8,001 to \$11,000	\$3,000	\$11,001 to \$15,000	\$3,500	\$15,001 to \$20,000	\$4,000	\$20,001 to \$40,000	\$4,500	\$40,001 to \$60,000	\$5,000	\$60,001 to \$100,000	\$5,500	Above \$100,00	\$5,500 + up to 5% of fees beyond \$100,000	For projects where travel/per diem is requested, calculate round trip (RT) map mileage from artist/consultant's city to applicant city.		0-70 miles RT	\$0 miles/lodging/meal honorarium	71-400+ miles RT	\$60 per day, all-inclusive mileage/lodging/meal honorarium	When the purchase of supplies is critical to the completion of the project, if supply fees are:		\$1 to \$300	Request actual cost	Above \$300	\$300
If artist/company fees/expenses are between:	You may request up to:																																		
\$ 1,500 to \$4,000	50% of eligible fees/expenses																																		
\$ 4,001 to \$6,000	\$2,000																																		
\$6,001 to \$8,000	\$2,500																																		
\$8,001 to \$11,000	\$3,000																																		
\$11,001 to \$15,000	\$3,500																																		
\$15,001 to \$20,000	\$4,000																																		
\$20,001 to \$40,000	\$4,500																																		
\$40,001 to \$60,000	\$5,000																																		
\$60,001 to \$100,000	\$5,500																																		
Above \$100,00	\$5,500 + up to 5% of fees beyond \$100,000																																		
For projects where travel/per diem is requested, calculate round trip (RT) map mileage from artist/consultant's city to applicant city.																																			
0-70 miles RT	\$0 miles/lodging/meal honorarium																																		
71-400+ miles RT	\$60 per day, all-inclusive mileage/lodging/meal honorarium																																		
When the purchase of supplies is critical to the completion of the project, if supply fees are:																																			
\$1 to \$300	Request actual cost																																		
Above \$300	\$300																																		

Sample Budget for Arts Learning Grants

This is a representative sample budget for an arts learning grant application. In this example, the "Maximum ACA Grant Amount" is calculated as follows:

- **Total Artist Fees:** \$5,000 – According to the Funding Scale, applicant may request \$2,000 from the Arts Commission; the remaining \$3,000 will be matched by the grantee.
- **Travel/Per Diem:** \$800 – The Arts Commission will provide the full \$800 as it is less than \$1,300.
- **Other:** \$200 – The Arts Commission will provide the full \$200 for supplies as it is less than \$300.

"Maximum ACA Grant Amount" = \$3,000

Expenses	Cash Only
1.) Guest Artists	\$ 5000
Name	
Name	
2.) Consultants/Other Experts	\$ 0
3. Travel/Per Diem	\$ 800
# of Days x \$60	
4. Other (Itemize)	\$ 200
paper	
paint	
etc.	
etc.	
5. Total Expenses:	\$ 6,000

Revenue	
6. Earned Revenue	\$ 0
Support (contributed income)	
7. Corporate	\$ 0
8. Foundation	\$ 0
9. Other Private Contributions	\$ 500
10. Government Support	
a.) Federal	\$ 0
b.) Regional	\$ 0
c.) State	\$ 0
d.) County	\$ 0
e.) City	\$ 0
f.) Phoenix Office of Arts and Culture	\$ 0
g.) Tucson/Pima Arts Council	\$ 0
h.) Other	\$ 2500
Total Government Support	\$ 2500
11. Cash Income <u>Without Grant</u>	\$ 3000
12. Maximum ACA Grant Amount	\$ 3000
13. Total Cash Income	\$ 6,000

Cash expense must equal cash income. The system will not alert you if your budget is not balanced.

The "Maximum ACA Grant Amount" will not auto populate. You must make this calculation yourself based on the Funding Scale (p. 4).

ARTS LEARNING GRANT TYPES

Artist in Residence Grants

Initiated by Schools and School Districts, this grant provides matching funds to support the fees for artist(s) providing arts learning residencies for students in schools, after school, out of school or in inter-session programs and non-matching funds for travel/per diem expenses for the artist(s) and supplies. These projects focus on student learning and may additionally provide professional development services.

Individual schools/districts may only apply for one Arts Learning Grant of any type per grants cycle.

Eligible Fees

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

Artist in Residence/ Eligible Fees ***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
1.) <u>Guest Artists</u>	
	Guest artist fees (Identify and list all guest artist(s)/companies and specific fees related to the project.)
2.) <u>Consultants/ Other Experts</u>	
	Consultant/Other Expert fees (Identify and list all contracted consultant(s) and specific fees related to the project.)
3.) <u>Travel/Per Diem</u>	
	Guest artist travel (Identify guest artist(s)/company, days at project site and artist/company city of origin)
	Consultants/ Other Experts (Identify guest consultant/expert days at project site and consultant/expert city of origin)
4.) <u>Other (Itemize)</u>	
	Supplies (consumable art supplies to be used during the project)

Ineligible Fees

Common requests that are ineligible fees for Artist in Residence Grants are: support for teachers or staff salaries, funding for insurance, support for food and beverages for receptions and hospitality functions, support for fundraising projects, support for scholarships and awards, and support for travel for students/participants. **This list is not comprehensive.**

Community Enrichment Grants

Initiated by Boys and Girls Clubs, parks and recreation programs, neighborhood centers, libraries, social service and community organizations, and YMCAs, this grant provides matching funds to support the fees for artist(s) providing arts learning programs for students, community, teachers and/ or teaching artists and non-matching funds for travel/per diem expenses for the artist(s) and supplies. These projects focus on student learning and may additionally provide professional development services.

Individual organizations may only apply for one Arts Learning Grant of any type per grants cycle.

Eligible Fees

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

Community Enrichment Projects / Eligible Fees ***NOTE*** Numbered headings correspond to budget lines in the EGOR online application	
1.) <u>Guest Artists</u>	
	Guest artist fees (Identify and list all guest artist(s)/companies and specific fees related to the project.)
2.) <u>Consultants/ Other Experts</u>	
	Consultant/Other Expert fees (Identify and list all contracted consultant(s) and specific fees related to the project.)
3.) <u>Travel/Per Diem</u>	
	Guest artist travel (Identify guest artist(s)/company, days at project site and artist/company city of origin)
	Consultants/ Other Experts (Identify guest consultant/expert days at project site and consultant/expert city of origin)
4.) <u>Other (Itemize)</u>	
	Supplies (consumable art supplies to be used during the project)

Ineligible Fees

Common requests that are ineligible fees for Community Enrichment Grants are: support for teachers or staff salaries, funding for insurance, support for food and beverages for receptions and hospitality functions, support for fundraising projects, space/costume/set rental, support for scholarships and awards, and support for travel for students/participants. **This list is not comprehensive.**

ADDITIONAL REQUIREMENTS AND INFORMATION

Required Supplementary Materials

Organizations are required to submit all of the following supplementary materials in support of Arts Learning grant applications. **Required supplementary materials will not be returned to the applicant.**

All of the following materials are REQUIRED.

Supplementary materials that must be uploaded to EGOR:

- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.
- Signed Letters of Support.
 - For In-School Artist in Residence & Community Enrichment Grants: Applicants must provide no more than 2 letters of support, written and signed by the project's collaborating artist/company, arts organization or consultant, demonstrating commitment to the project.
- Sample Assessment Tools (for students, participants or educators). Visit <http://www.azarts.gov/arts-learning/resources/> for related resources.
- Sample Evaluation Tools (for students, participants, teaching artists or the project as a whole). Visit <http://www.azarts.gov/arts-learning/resources/> for related resources.
- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must scan and upload a letter **signed** by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.

Supplementary materials that must be mailed to the Arts Commission offices:

- Artist/Company/Consultant Support Materials (if applicable). If project utilizes an artist, company or consultant not listed on the Arts Commission Teaching Artist Roster or Consultant Services Roster, submit the artist's, company's, or consultant's resume as well as Audio, Video or Visual Materials that demonstrate artistic quality. Materials must speak to the artistic quality or service quality of either the proposed project or a recent past project.
 - Audio, Video and Visual Materials Form: This form is REQUIRED and must be mailed along with any audio, video or visual materials, in the same envelope and postmarked by the grant deadline. This form serves to clarify the relevance of the submitted material to the submitted project proposal as well as to identify and describe work shown in the materials. Audio, video or visual materials not accompanied by this fully completed form WILL NOT be accepted. Download the Audio, Video and Visual Materials Form at <http://www.azarts.gov/grants/organizations-and-schools/guides/>.

The only media the Arts Commission will accept for audio, video or visual review are CDs, DVDs or CDR. File types limited to PowerPoint (.ppt) digital images (.jpg) audio (.wav, .mp3, or standard audio file) video in QuickTime format (.mov), Windows Media format (.wmv), Flash (.fla or .flv), or standard DVD file. Limited to only 1 CD, or 1 DVD, or 1 CDR.

Submitting a Draft

New applicants are strongly encouraged to contact the Arts Commission well in advance of the deadline to discuss proposed project(s). New applicants may request Arts Commission staff review draft applications for a one-time feedback session not exceeding 15 minutes or one email. Only complete applications can be submitted as drafts. **Drafts must be submitted through EGOR no later than Friday, February 26, 2010 and applicants must notify the appropriate Arts Commission grant contact of draft submission.** Staff review does not guarantee funding, but can help strengthen an application.

Frequently Asked Questions

The following section provides answers to a few of the most frequently asked questions regarding Artist in Residence and Community Enrichment Grant applications. This section is not comprehensive. If your questions are not answered here, please contact the appropriate staff member (see page 11).

- ***How do I access the online application?***

The online application is accessed through the Electronic Grant Online Resource, or EGOR, at <https://www.culturegrants-az.org/>. If you already have an Account Profile, log in using your username and password. If you do not yet have an account, use the "Create an Organization Profile" link to get started.

- ***Do I have to complete the entire application at once?***

No. EGOR allows you to save your work and complete the application over time. However, once you have clicked the "Submit Application" button on the last page, you will not be able to make any further changes.

- ***When does my project have to take place?***

All projects must take place between July 1, 2010 and June 30, 2011. Any projects, or days of a project, that take place outside of this timeframe are not eligible for Fiscal Year 2011 Arts Commission funding.

- ***Where do the matching funds have to come from?***

The Arts Commission does not require that matching funds come from any particular source. We encourage you to explore all options, including school funding, PTO/PTA funding, foundations, private donors and other grants.

- ***What can I use the supply honorarium for?***

Eligible supplies are considered to be "consumable" supplies. This means materials and supplies that are for and/or used by the participants during the course of the project.

- ***Does the guest artist or consultant have to be listed on the Arts Commission's Teaching Artist Roster?***

No.

- ***Can a teacher or staff member at the school or organization be hired as the guest artist?***

No.

- ***Am I required to upload both an assessment and an evaluation tool?***

Yes. All applicants are required to upload at least one sample assessment tool that demonstrates assessment of stated learning objectives and one sample evaluation tool that demonstrates evaluation of the overall project.

- ***Where can I find resources for developing my assessment and evaluation tools?***

Resources for applicants are available on the Arts Commission's website. Visit the Arts Learning Resources page at <http://www.azarts.gov/arts-learning/resources/> for information regarding assessment and evaluation, and to access the Arts Learning Planning Guide.

COMPLETING AN ONLINE PROJECT APPLICATION IN EGOR

Application Narrative

Applicants are asked to address the following questions within the application and are required to complete a budget (to address the criterion related to *appropriateness of budget*).

In EGOR, questions require yes/no or short form responses unless a character count is indicated.

Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application.

Applicants will be required to answer all questions completely in the text boxes provided. Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality

- Name of artist, company or consultant.
- Is this artist/company/consultant on the Arizona Commission on the Arts Teaching Artist Roster or the Consultant Services Roster?
- Describe your process in selecting the artist(s), company or consultant for your project, addressing their artistic quality, skills or experience related to the objectives of the project. 450 characters maximum.
- Describe how the artist(s), company or consultant was engaged in the development of the project. 450 characters maximum.
- Describe how the artist(s), company or consultant will engage all of the project's identified participants in the overall project. 600 characters maximum.
- If a core group will be engaged in a deeper learning experience within the project, describe how the artist(s), company or consultant will engage the core group. 600 characters maximum.
- Describe a representative project session the artist(s), company or consultant will conduct. 600 characters maximum.
- If applicable, please describe your reasons for selecting the same artist(s), company or consultant your site has been involved with in the past. How will this project build upon previous projects? 275 characters maximum.

Review Criterion: Articulation of Student and Teacher Learning Objectives

- Describe how the project's learning objectives address the needs of identified learners. 275 characters maximum.
- Describe your preparation for this project including how previous project(s) successes and challenges have influenced your planning. 275 characters maximum.
- Describe how this project will impact participant learning. 400 characters maximum.

(Application Narrative questions continued on page 11)

Review Criterion: Outline of Learning Assessment and Program Evaluation (Understanding and Evaluation)

- Describe the desired outcomes of the project. List the project's specific learning objectives and identify how you will fairly and accurately assess each stated learning objective. 1600 characters maximum.
- Describe how you will evaluate your program and your artist, company or consultant. Describe how the program evaluation and learning assessment will be used, analyzed or interpreted and how it will be shared with wider audiences such as school boards, funders or policy makers. 1600 characters maximum.
- Describe in detail how this project will address the Arizona Arts Standards, through exposure or introduction, or by addressing one or several of the standards on a deeper level. Describe how your learning assessment will relate to the Arizona Arts Standards, available at <http://www.ade.az.gov/standards/arts/revised/>. 800 characters maximum.

Review Criterion: Community Support

- Identify collaborating partners and their roles in this project. 275 characters maximum.
- Specifically describe how collaborating partners have been and will continue to be engaged throughout the project. 475 characters maximum.
- Describe how you will actively engage the broader community in the project's activities and/or events. 475 characters maximum.

STAFF CONTACTS

For questions related to Community Enrichment Grant applications please contact:

Mandy Buscas, Arts Learning Director at 602-771-6525 or mbuscas@azarts.gov

For questions related to Artist in Residence Grant applications please contact:

Alex Nelson, Arts Learning Coordinator at 602-771-6521 or anelson@azarts.gov

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to EGOR, the Electronics Grants Online Resource.